

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 2:00PM  
07/23/20

**Name of District:** Clinton County RESA Educational Center

**Address of District:** 4179 South US 27, St. Johns MI 48879

**District Code Number:** 19000

**Web Address of the District:** [www.ccrea.org](http://www.ccrea.org)

**Name of Intermediate School District:** Clinton County RESA

**Name of Authorizing Body (if applicable):** N/A

## Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

## Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

# Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
  - 1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

CCRESA Educational Center will utilize and update the [Continuity of Learning Plan](#) as a foundation for remote instruction however, we have developed more stringent accountable methods for instructional services for our students. These methods and expectations are identified in the [CCRESA Remote Learning Plan](#).

Furthermore, the Educational Center has surveyed the appropriate stakeholders and has provided the appropriate materials for students and families to access remote instruction. Due to the nature of the population we serve at the Educational Center, the needs of students and families will vary in a distance learning format. Much of the material that is shared will be delivered via US mail, google classroom, email, or in-person drop off.

**CCRESA Early Childhood** programs including: Early On®, Great Start Readiness Programs run by Community Based Organizations (CBO’s), Great Start Collaborative, Great Start Parent Coalition, and Parent-Child Playgroups and/or home visiting will utilize and update the [Continuity of Learning Plan](#) and the [Addendum](#) as a foundation for remote instruction however, we have developed more stringent accountable methods for instructional services for our students. These methods and expectations are identified in the [CCRESA Remote Learning Plan](#) and [CCRESA Return to Home Visiting/In-Person Procedures](#).

- B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:
  - 1. **Face coverings** (p. 22)
    - a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
      - i) All staff and all students in grades preK-12 when on a school bus.
      - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
      - iii) All staff when in classrooms.
      - iv) All students in grades 6 and up when in classrooms.
      - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

i) To the greatest extent possible, we will be requiring all personnel staff to wear face coverings while on a school bus. The Educational Center provides services to Low-Incidence population, therefore all students will be asked to wear face coverings, however many will not be able to a) tolerate face coverings due to

the nature of the disability, or b) have a medical condition that does not allow for a face covering to be worn, or c) students do not have the ability to place or remove a face covering without assistance.

ii) To the greatest extent possible, we will be requiring all personnel staff to wear face coverings while in indoor hallways and common areas.. The Educational Center provides services to Low-Incidence population, therefore all students will be asked to wear face coverings, however many will not be able to a) tolerate face coverings due to the nature of the disability, or b) have a medical condition that does not allow for a face covering to be worn, or c) students do not have the ability to place or remove a face covering without assistance.

iii) To the greatest extent possible, we will be requiring all personnel staff to wear face coverings while in the classroom.

iv) To the greatest extent possible, we will be requiring all students in grade 6 and above to wear face coverings while in the classroom. The Educational Center provides services to Low-Incidence population, therefore all students will asked to wear face coverings, however many will not be able to a) tolerate face coverings due to the nature of the disability, or b) have a medical condition that does not allow for a face covering to be worn, or c) students do not have the ability to place or remove a face covering without assistance

v) To the greatest extent possible, we will be requiring all students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class to wear facial covering. The Educational Center provides services to Low-Incidence population, therefore all students will asked to wear face coverings, however many will not be able to a) tolerate face coverings due to the nature of the disability, or b) have a medical condition that does not allow for a face covering to be worn, or c) students do not have the ability to place or remove a face covering without assistance

**CCRESA Early Childhood** programs including: Early On®, Great Start Readiness Programs run by Community Based Organizations (CBO's), Great Start Collaborative, Great Start Parent Coalition, and Parent-Child Playgroups and/or home visiting will adhere to the applicable guidelines cited above and will follow guidance relative to face masks for home visiting programs in the guidance outlined in the document "[Home-based Early Childhood Services Guidelines for How to Restart In-Person Visits](#)" and [CCRESA Return to Home Visiting/In-Person Procedures](#). CCRESA Playgroups will follow all [LARA guidelines for childcare settings](#) if meeting in person during Phase 4 of the MI Safe Start Plan. Additionally, all Early Childhood programming will continue to utilize virtual visits and/or meeting out of doors to the greatest extent possible in order to mitigate the risk to both the families we serve and the Early Childhood program staff during Phase 4 of the MI Safe Start Plan.

## 2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

All teachers have appropriate handwashing stations located in each classroom throughout the building. Additionally, hand sanitizer will be provided for intermittent needs. Furthermore, the Educational Center provides hand sanitizing equipment for all students and staff throughout hallways and common spaces. Visual supports are also provided for our non-verbal students to reinforce handwashing techniques. All teachers will be required to provide lessons on appropriate hand washing/hygiene techniques at the beginning of the school year. Appropriate sneezing and coughing etiquette will be taught through multiple means of delivery, including into the elbow or into a tissue. Staff will check and refill soap and hand sanitizers whenever necessary. Each classroom will have scheduled handwashing opportunities every 2-3 hours. Each student's personal items will be kept separate from others. To the extent possible, personal items and supplies will not be shared. There is an ample amount of hand washing stations throughout the school building in addition to the classroom stations.

**CCRESA Early Childhood** programs including: Early On®, Great Start Readiness Programs run by Community Based Organizations (CBO's), Great Start Collaborative, Great Start Parent Coalition, and Parent-Child Playgroups and/or home visiting will adhere to the applicable guidelines cited above and will

follow guidance relative to hygiene protocols for home visiting programs in the guidance outlined in the document [“Home-based Early Childhood Services Guidelines for How to Restart In-Person Visits”](#) and [CCRESA Return to Home Visiting/In-Person Procedures](#). CCRESA Playgroups will follow all [LARA guidelines for childcare settings](#) if meeting in person during Phase 4 of the MI Safe Start Plan.

### 3. Cleaning

Please describe how you will implement the **requirements** for cleaning protocols from the *Return to School Roadmap* (p. 27).

To the extent possible, staff will increase facility cleaning and disinfect to limit exposure to COVID-19. Staff will clean frequently touched surfaces including light switches, doors, benches, bathrooms as necessary at least every 4 hours using an EPA- approved disinfectant or diluted bleach solution. The Educational Center provides services to the Low-Incidence population, therefore all students spend the majority of their day in the same classroom. However, anytime a classroom uses another area in the building such as the computer lab, gym or conference rooms, staff will clean the areas with an EPA- approved disinfectant or diluted bleach solution. Student desks will be wiped down as necessary at least every 4 hours with an EPA- approved disinfectant or diluted bleach solution. Playground structures will also be wiped down after use by classroom staff with an EPA- approved disinfectant or diluted bleach solution. Staff will wear gloves, facial covering, and a face shield when performing all cleaning activities.

**CCRESA Early Childhood** programs including: Early On®, Great Start Readiness Programs run by Community Based Organizations (CBO's), Great Start Collaborative, Great Start Parent Coalition, and Parent-Child Playgroups and/or home visiting will adhere to the applicable guidelines cited above and will follow guidance relative to cleaning protocols for home visiting programs in the guidance outlined in the document [“Home-based Early Childhood Services Guidelines for How to Restart In-Person Visits”](#) and [CCRESA Return to Home Visiting/In-Person Procedures](#). CCRESA Playgroups will follow all [LARA guidelines for childcare settings](#) if meeting in person during Phase 4 of the MI Safe Start Plan.

### 4. Athletics

Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap* (p. 27).

The Educational Center provides services to the Low-Incidence population, therefore there is currently no athletics offered.

**CCRESA Early Childhood** programs do not offer athletic programs.

### 5. Screening

Please describe how you will implement the **requirements** for screening protocols from the *Return to School Roadmap* (p. 24).

Administration has been in consistent contact with the local health department regarding protocols and will continue to implement required protocols for screening students and staff. Staff should conduct daily self-examinations, including a temperature check, upon coming to work. Staff will designate a quarantine area (nursing office) and a staff person (nurse when available otherwise, building principal or classroom staff) to care for students who become ill at school. To the extent possible, students who become ill with symptoms of COVID-19 should be placed with a staff person to provide care in the designated quarantine area with a facial covering until the student can be picked up. The Educational Center provides services to Low-Incidence population, therefore all students will asked to wear face coverings, however many will not be able to a) tolerate face coverings due to the nature of the disability, or b) have a medical condition that does not allow for a face covering to be worn, or c) students do not have the ability to place or remove a face covering without assistance. Staff who are caring for the student will wear facial covering. ***Symptomatic students sent home from school should be kept home until they have tested negative or completely recovered according to CDC guidelines.*** Bus staff will check each student's temperature prior to the student getting on the bus. A student with a temperature 100.4 or greater or the presence of symptoms such as a cough or shortness of breath will not board the bus. Families/guardians will be required to keep the student home. If a student does not board the bus, transportation personnel

will alert the building principal to communicate further with the family/guardians and contact the Mid Michigan District Health Department if necessary. Additionally, staff will check each student's temperature who does not utilize transportation services prior to entering the school building. Families/guardians will be prompted to keep the student home if students exhibit a temperature 100.4 or greater. The presence of symptoms such as a cough or shortness of breath should also prompt families to keep the student home from school and to follow up with a primary care provider.

Families/guardians will provide facial covering for themselves and their child. If families do not have the means to do so, the school will provide masks to students who are able to wear the facial covering. The Educational Center provides services to Low-Incidence population, therefore all students will be asked to wear face coverings, however many will not be able to a) tolerate face coverings due to the nature of the disability, or b) have a medical condition that does not allow for a face covering to be worn, or c) students do not have the ability to place or remove a face covering without assistance. Staff who are caring for the student will wear facial covering.

**CCRESA Early Childhood** programs including: Early On®, Great Start Readiness Programs run by Community Based Organizations (CBO's), Great Start Collaborative, Great Start Parent Coalition, and Parent-Child Playgroups and/or home visiting will adhere to the applicable guidelines cited above and will follow guidance relative to screening protocols for home visiting programs in the guidance outlined in the document "[Home-based Early Childhood Services Guidelines for How to Restart In-Person Visits](#)" and [CCRESA Return to Home Visiting/In-Person Procedures](#). CCRESA Playgroups will follow all applicable [LARA guidelines for childcare settings](#) if meeting in person during Phase 4 of the MI Safe Start Plan.

For more information regarding staff screening protocol, view the [CCRESA COVID-19 Preparedness and Response Plan](#) that was prepared on June 1, 2020.

## 6. Testing

Please describe how you will implement the **requirements** for testing protocols from the *Return to School Roadmap* (p. 25).

CCRESA and the Educational Center is communicating and will cooperate with the local public health department regarding implementing protocols for screening students and staff. Students who develop a fever or become ill with COVID-19 symptoms at school should to the extent possible wear a mask and be transported by their parent/guardian, emergency contact, or ambulance if unstable for off-site testing. The Educational Center provides services to the Low-Incidence population, therefore all students will be asked to wear face coverings, however many will not be able to a) tolerate face coverings due to the nature of the disability, or b) have a medical condition that does not allow for a face covering to be worn, or c) students do not have the ability to place or remove a face covering without assistance. Please review the above protocol for screening #5 for further information.

Staff will wear a mask unless medically unable to do so and transported for off-site testing.

Symptomatic students and staff should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines. Staff will notify families of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home. Additionally, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Only students or staff who develop symptoms require testing for COVID-19.

**CCRESA Early Childhood** programs including: Early On®, Great Start Readiness Programs run by Community Based Organizations (CBO's), Great Start Collaborative, Great Start Parent Coalition, and Parent-Child Playgroups and/or home visiting will adhere to all relevant guidelines above.

For more information regarding staff testing protocol, view the [CCRESA COVID-19 Preparedness and Response Plan](#) that was prepared on June 1, 2020.

## 7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

Bus staff will assist students to the extent possible to use hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus. The Educational Center provides services to the Low-Incidence population, therefore all students will be asked to wear face coverings, however many will not be able to a) tolerate face coverings due to the nature of the disability, or b) have a medical condition that does not allow for a face covering to be worn, or c) students do not have the ability to place or remove a face covering without assistance. Bus staff plan to clean and disinfect transportation vehicles before and after every transit route. Staff will also clean and disinfect other frequently touched surfaces and equipment including items such as arm rests, door handles, seat belts buckles, light and air controls, doors and windows, grab handles and car seats before and after every transit route. Bus staff will also be provided with a thermometer and take student temperatures prior to the student getting on the bus.

Parents/guardians or emergency contacts will be contacted in the event that a student can not board the bus/vehicle. Bus staff will check each student's temperature prior to the student getting on the bus. A student with a temperature 100.4 or greater or the presence of symptoms such as a cough or shortness of breath will not board the bus. Families/guardians will be required to keep the student home. If a student does not board the bus, transportation personnel will alert the building principal to communicate further with the family/guardians and contact the Mid Michigan District Health Department if necessary. If a student becomes sick during the day at school, they will not use the bus to return home. ***Symptomatic students sent home from school should be kept home until they have tested negative or completely recovered according to CDC guidelines.*** Weather permitting, bus staff/attendants will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out. Additionally, to the extent possible, weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

**CCRESA Early Childhood:** Great Start Readiness Programs run by Community Based Organizations (CBO's) will follow the transportation guidelines outlined in the approved local school district COVID-19 Preparedness and Response Plan when coordinating transportation with the local school district.

### C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

Due to the nature of the low incidence population we serve at the Educational Center, staff and students will continue to follow the protocol identified for Phase 4 of the Michigan Safe Start Plan listed above per the Return to School Roadmap.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

The Educational Center will continue to utilize the recommended protocols from the Return to School Roadmap identified for Phase 4 of the Michigan Safe Start Plan in its Preparedness Plan. **CCRESA Early Childhood** programs including: Early On®, Great Start Readiness Programs run by Community Based Organizations (CBO's), Great Start Collaborative, Great Start Parent Coalition, and Parent-Child Playgroups and/or home visiting will continue to utilize the recommended protocols from the Return to School Roadmap identified for Phase 4 of the Michigan Safe Start Plan in its Preparedness Plan.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.



The Educational Center will continue to utilize the recommended protocols from the Return to School Roadmap identified for Phase 4 of the Michigan Safe Start Plan in its Preparedness Plan.  
**CCRESA Early Childhood** programs including: Early On®, Great Start Readiness Programs run by Community Based Organizations (CBO's), Great Start Collaborative, Great Start Parent Coalition, and Parent-Child Playgroups and/or home visiting will continue to utilize the recommended protocols from the the Return to School Roadmap identified for Phase 4 of the Michigan Safe Start Plan in its Preparedness Plan.

- D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

No

## Final Steps for Submission

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:** July 27, 2020

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:** [Board Link CCRESA](#)

**Link to the approved Plan posted on the District/PSA/nonpublic school website:** [CCRESA Link: 2020-2021 Preparedness Plan](#)

*The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.*

**Name of District/PSA/Nonpublic Leader Submitting Plan:** Clinton County RESA

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:** July 27, 2020

**Date Submitted to State Superintendent and State Treasurer:**